

CHANGEU.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1100.2C CHG 1

3/31/89

SUBJ: ORGANIZATION — FAA HEADQUARTERS

1. **PURPOSE.** This change transmits revised pages to Chapter 27, Logistics Service.
2. **EXPLANATION OF CHANGES.** This change retitles the Acquisition and Materiel Service as the Logistics Service. The new title is more inclusive of all of the functions performed by the service.
3. **DISPOSITION OF TRANSMITTAL.** After filing the revised pages, this change transmittal should be retained.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
v.....	2/6/89	v.....	2/6/89
vi.....	2/6/89	vi.....	3/31/89
1-1.....	2/6/89	1-1.....	2/6/89
1-2.....	2/6/89	1-2.....	3/31/89
27-1 and 27-2.....	2/6/89	27-1 and 27-2.....	3/31/89
27-3 and 27-4.....	2/6/89	27-3 and 27-4.....	3/31/89
27-5.....	2/6/89	27-5.....	3/31/89
27-6.....	2/6/89	27-6.....	2/6/89

Theron A. Gray
Acting Associate Administrator
for Administration

	<i>Page</i>
16-11 Regulations and Enforcement Division.....	16-8
16-12 Reserved.....	16-9
16-13 Litigation Division	16-9
16-14 Procurement Legal Division	16-10
CHAPTER 17. OFFICE OF CIVIL RIGHTS	
17-1 Mission.....	17-1
17-2 Structure.....	17-1
17-3 Functions.....	17-1
CHAPTER 18. OFFICE OF GOVERNMENT AND INDUSTRY AFFAIRS	
18-1 Mission.....	18-1
18-2 Structure.....	18-1
18-3 Functions.....	18-1
18-4 Reserved.....	18-1
18-5 Special Relations.....	18-1
CHAPTER 19. OFFICE OF PUBLIC AFFAIRS.....	
Figure 19-1. Functional Organization Chart	19-2
19-1 Mission.....	19-3
19-2 Functional Organization	19-3
19-3 Functions.....	19-3
19-4 Authority.....	19-3
19-5 Reserved.....	19-3
19-6 Office of the Assistant Administrator	19-3
19-7 Reserved.....	19-4
19-8 Reserved.....	19-4
19-9 Reserved.....	19-4
19-10 Civil Aviation Information Distribution Division.....	19-4
19-11 Community and Consumer Liaison Division.....	19-4
19-12 Public and Employee Communications Division	19-5
CHAPTER 20. RESERVED	
CHAPTER 21. RESERVED	
CHAPTER 22. RESERVED	
CHAPTER 23. RESERVED	
CHAPTER 24. EXECUTIVE DIRECTOR FOR POLICY, PLANS, AND RESOURCE MANAGEMENT	
24-1 Mission.....	24-1
24-2 Organizational Structure.....	24-1
24-3 Functions.....	24-1
24-4 Authority.....	24-1
CHAPTER 25. ASSOCIATE ADMINISTRATOR FOR ADMINISTRATION	
25-1 Mission.....	25-1

	<i>Page</i>
25-2 Organizational Structure.....	25-1
25-3 Functions.....	25-1
25-4 Authority.....	25-1
25-5 Special Delegations	25-2
25-6 Reserved.....	25-2
25-7 Deputy Associate Administrator for Appraisal.....	25-2
25-8 Special Delegation.....	25-3
25-9 Special Relations.....	25-3

CHAPTER 26. OFFICE OF ACCOUNTING

Figure 26-1. Functional Organization Chart.....	26-2
26-1 Mission.....	26-3
26-2 Functional Organization	26-3
26-3 Functions.....	26-3
26-4 Special Delegations	26-3
26-5 Special Relations.....	26-4
26-6 Office of the Director	26-4
26-7 Reserved.....	26-4
26-8 Financial Programs Staff	26-4
26-9 Reserved.....	26-5
26-10 Payroll and Administrative Systems Division	26-5
26-11 Accounting Operations Division.....	26-5
26-12 Travel and Relocation Systems Division	26-6
26-13 Accounting Systems Division	26-6
26-14 Financial Information Division	26-6

CHAPTER 27. LOGISTICS SERVICE

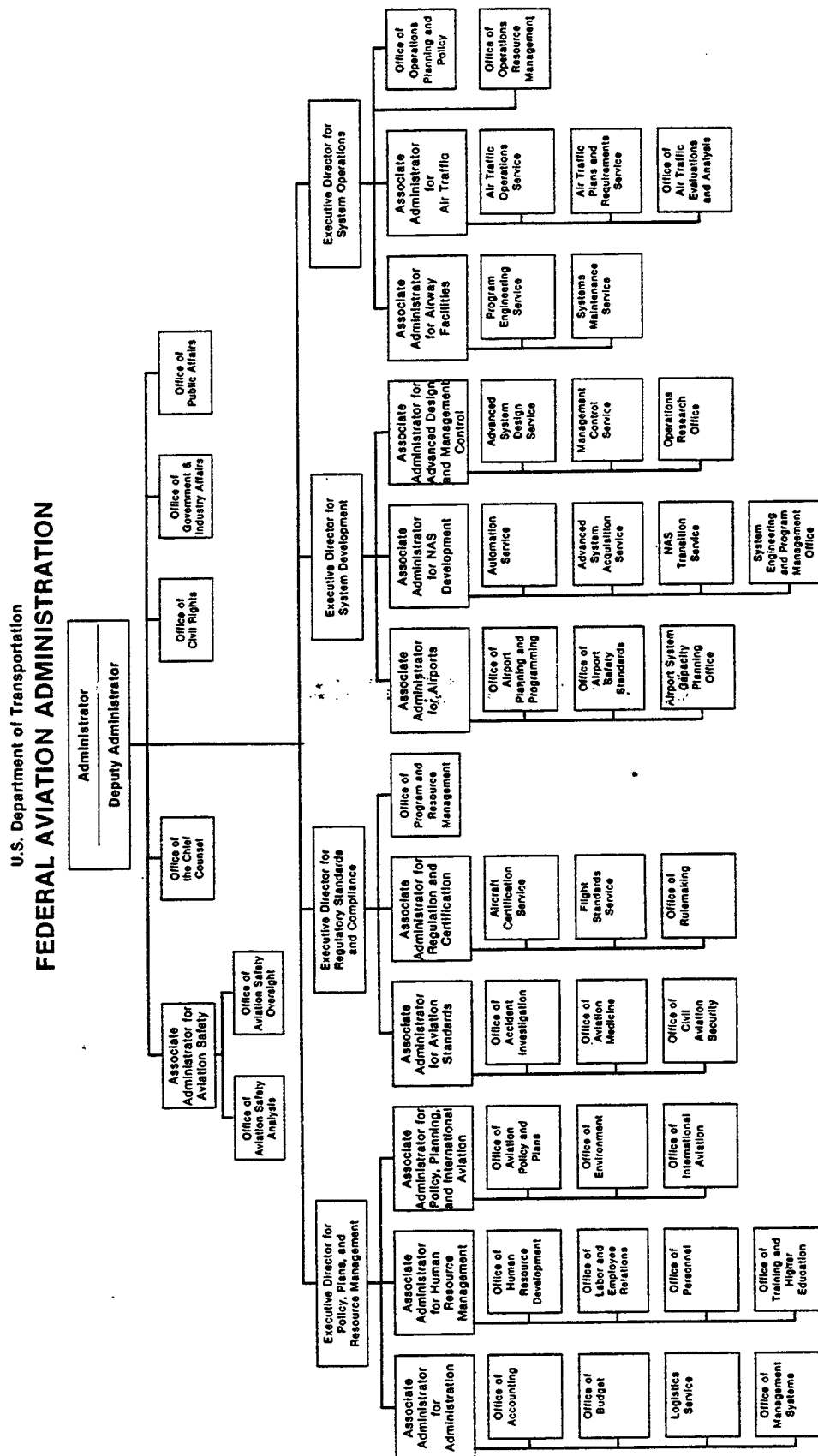
Figure 27-1. Functional Organization Chart.....	27-2
27-1 Mission.....	27-3
27-2 Functional Organization	27-3
27-3 Functions.....	27-3
27-4 Special Delegations	27-3
27-5 Special Relations.....	27-4
27-6 Office of the Director	27-4
27-7 Administrative Systems Staff.....	27-5
27-8 Reserved.....	27-5
27-9 Reserved.....	27-5
27-10 Policy and Plans Division.....	27-5
27-11 Materiel Management Division	27-6
27-12 Contracts Division.....	27-7
27-13 Industrial Division.....	27-7

CHAPTER 28. OFFICE OF BUDGET

Figure 28-1. Functional Organization Chart.....	28-2
28-1 Mission.....	28-3

CHAPTER 1. GENERAL

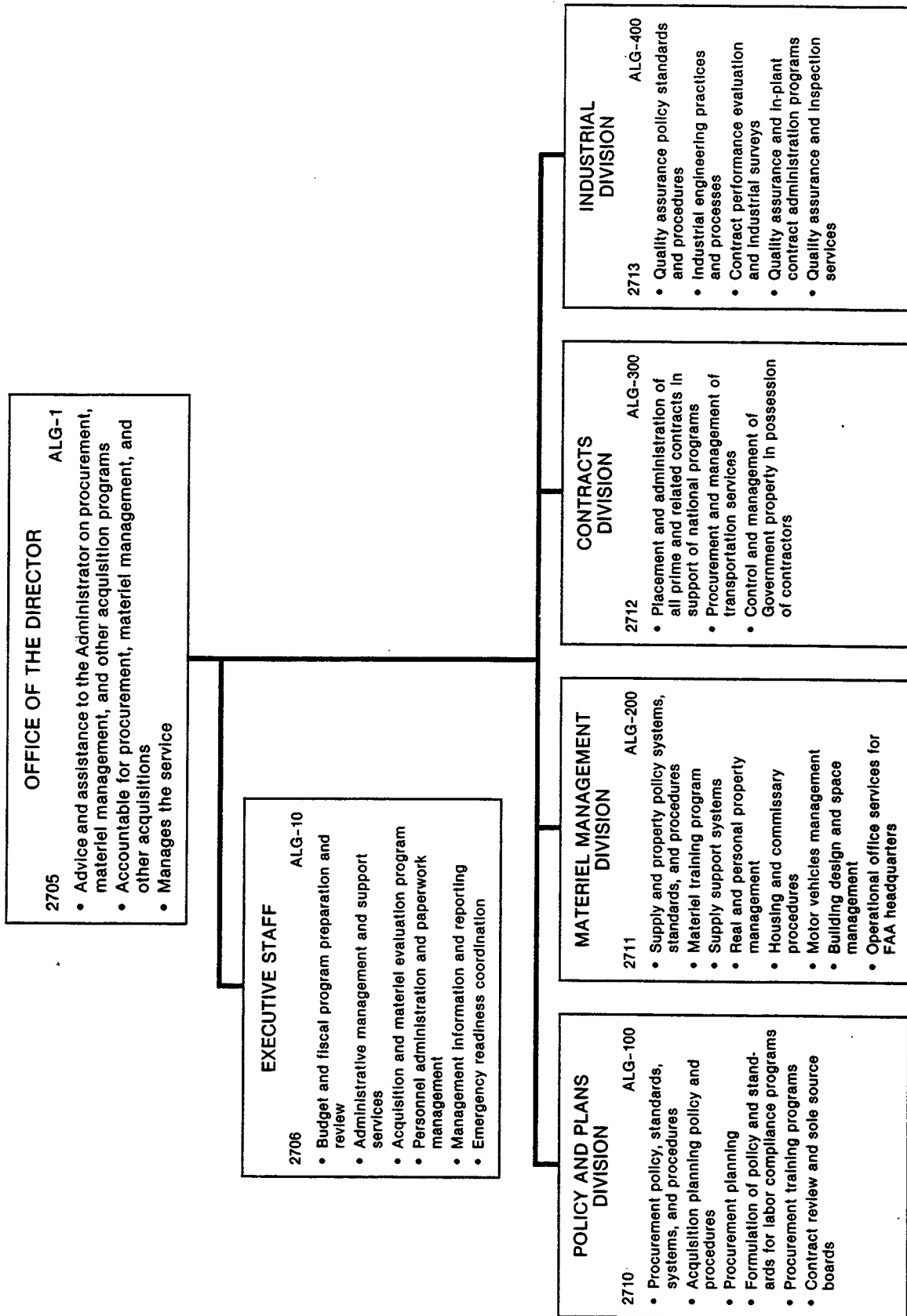
FIGURE 1-1. FAA HEADQUARTERS ORGANIZATION



CHAPTER 27. ACQUISITION AND MATERIEL SERVICE

FIGURE 27-1. FUNCTIONAL ORGANIZATIONAL CHART

LOGISTICS SERVICE



6A-0011-M-2

CHAPTER 27. LOGISTICS SERVICE

27-1. MISSION. The Logistics Service plans, monitors, controls, schedules, and implements the acquisition of materiel, equipment, and services for the National Airspace System and for interagency and international programs; provides for the acquisition, procurement, and management of real and personal property, transportation and supply support for agency programs; and provides limited administrative support office services for Washington headquarters.

27-2. FUNCTIONAL ORGANIZATION. The functional organization of the Logistics Service is shown in figure 27-1.

27-3. FUNCTIONS. As the principal element of the agency for procurement and logistics management:

a. Develops advanced procurement and logistics support plans.

b. Plans for procurement of supplies and equipment in a timely manner to support FAA programs.

c. Participates in the development of program or project cost estimates furnishing appropriate data based on historical or anticipated experience.

d. Schedules, monitors, and performs the procurement of equipment to meet approved work programs and system plans.

e. Formulates national logistics management policies and standards for the support of all FAA programs.

f. Manages and controls the physical custody and movement of materiel and equipment subject to FAA jurisdiction from acquisition to delivery to the user.

g. Performs contracting and provides for transportation services for the entire FAA headquarters; for all FAA-sponsored research, development, test and evaluation (except as delegated to FAA Technical Center); for all facilities and equipment and aircraft (except as delegated to the Aeronautical Center); and, as assigned, for other elements of DOT.

h. Formulates national policies and standards for the management, utilization, and disposal of the FAA's real and personal property assets.

i. Formulates policy and procedures for procurement and transportation services, and develops proficiency indicators for procurement activities.

j. Establishes programs and procedures to assure equal opportunity in the employment practices of FAA contractors and subcontractors.

k. Plans for and takes appropriate action to insure the continuity of logistics functions during any emergency period.

l. Provides reliability and product control through factory inspection or other appropriate means.

m. Evaluates national logistics program activities.

n. Establishes policies and programs for small business, contract labor standards, and the Federal Government's Minority Business Enterprise (MBE) activities.

o. Provides to Washington headquarters and designated other elements common support services such as personal property and motor fleet services; is the central contact point with OST on telephone, space, and building operations services.

p. Develops requirements for national logistics training.

27-4. SPECIAL DELEGATIONS.

a. The Director, Logistics Service, as head of the contracting activity, is authorized to:

(1) Purchase, rent, lease, or otherwise obtain property or services; and to enter into agreements for transfer of monies or property, real or personal, or any interest therein, coextensive with the authority granted to the executive director by the Administrator and as granted to the Administrator by statute, regulation, or delegation.

(2) Redelegate, subject to applicable limitation of law or regulation, in whole or in part, the director's authority to officials under the director's executive direction; authorize successive redelegations; and cancel or modify any such redelegation or authorization.

(3) Approve the award of all contract and procurement actions. Subject to approvals outlined by the FAA Delegation Implementation Plan dated February 2, 1988, and approved February 10, 1988, and subject to other conditions and limitations contained in this order.

b. The Director, Logistics Service, is authorized to approve any office or service procurement request (regardless of amount) and project plan for systems

furniture acquisition estimated to cost below \$500,000. The Director, Logistics Service, is authorized to approve any region or center project plan for systems furniture acquisition estimated to cost between \$200,000 and below \$500,000.

c. The Director, Logistics Service, is authorized to approve any office or service acquisition of conventional office furniture estimated to cost \$50,000 or more. This authority may be redelegated for any office or service acquisition of conventional office furniture estimated to cost below \$50,000.

d. The Director, Logistics Service, is subject to certain limitations of authority.

(1) Before the award of any contract or procurement action for the acquisition of aircraft, the approval of the Administrator, the Deputy Administrator, or the Director, Aviation Standards National Field Office, shall be obtained as required by Order 4040.9C, FAA Aircraft Management Program.

(2) Award of those contracts over \$200,000 for which OST Office of Public Information release is required (SBA Section 8(a) awards and interagency agreements are excluded) shall be awarded subsequent to notification from the Assistant Administrator for Public Affairs (APA).

(3) Approval of the Assistant Secretary for Administration is required by Order 4405.9A, Review of Proposed Contract Awards, as appropriate.

27-5. SPECIAL RELATIONS.

a. *With the Office of the Chief Counsel (AGC).* The relationships that exist between Logistics Service and the Office of the Chief Counsel are described in paragraph 16-4.

b. *With the Program Engineering Service (APS).*

(1) The relationships that exist between the Logistics Service and the Program Engineering Service with respect to intransit materiel are described in paragraph 99-4c(1).

(2) The Logistics Service controls and schedules the acquisition, storage, and distribution of installation project materiel and equipment in accordance with installation project plans and schedules of the Program Engineering Service. The Program Engineering Service establishes dates and specifies the materiel and equipment required through the issuance of procurement requests, project schedules, and project materiel lists. The Program Engineering Service will formulate project plans and procurement requirements in collaboration with ALG so that the resulting schedules are realistic in terms of needed leadtime for

procurement production and distribution. The Logistics Service will develop and control schedules governing the procurement, production, and distribution of materiel and equipment which support and conform to the project priorities and schedules established by Program Engineering Service.

(3) The Program Engineering Service should effect coordination with the Logistics Service:

(a) Prior to designing new employee housing.

(b) For a joint validation of all requirements for housing and all administrative space.

c. *With the Office of Accounting (AAA).* Independent financial advisory service to the Logistics Service on procurement and contracting matters as described in paragraph 26-08c will be provided as and when requested by the Director, Logistics Service.

d. *With the Associate Administrator for Advanced Design and Management Control (ADM).* The Logistics Service provides contract documentation for the purpose of the National Airspace System program management oversight.

27-6. OFFICE OF THE DIRECTOR. Under the executive direction of the Executive Director for Policy, Plans, and Resource Management and the Associate Administrator for Administration, the Director, assisted by the Deputy Director:

a. Advises the Administrator on agencywide acquisition, materiel management, and other related programs. Assists the Administrator and his staff in providing support in the development and justification of budget estimates; in the administration of executive decisions; and in the development and maintenance of productive relationships with the public, the aviation community, and other Government agencies.

b. Provides for the development and coordination of, and is accountable to the Administrator for, the adequacy of: agencywide policies, standards, systems, and procedures; public rules, regulations, orders, and standards, and program plans issues by, or on behalf of, the Administrator on matters within the purview of the service.

c. Provides for effective evaluation of agencywide logistics program performance and insures the adequacy of follow-up to secure correction of deficiencies.

d. Provides leadership and direction in the planning, management, and control of service activities.

e. Manages and directs the service, and its resources, in the execution of its mission.

f. Provides liaison interface with industry and associations interested in FAA's logistics program activities.

27-7. ADMINISTRATIVE SYSTEMS STAFF. The staff is responsible for administrative and financial management of logistics and procurement programs.

a. Provides for staff analyses, studies, reports, plans, and completed staff work pertaining to:

(1) Organization and methods.

(2) Personnel administration, position management, and management and general training (nontechnical), including career development, employee management cooperation, employee utilization, personnel standards and procedures, EEO, recognition and awards, employee conduct and discipline, etc.

(3) Paperwork management (including correspondence) and other central services.

(4) Office security.

(5) General administrative support.

b. Advises and assists the director and other executive personnel of the service on administrative management actions and problems.

c. Provides a focal point for consultation and coordination between the service and other FAA elements in administrative matters.

d. Provides for continuing review of servicewide administrative/management practices for adherence to service and agency policies and standards.

e. Coordinates servicewide training.

f. Coordinates plans, programs, and procedures within the service in support of emergency operations readiness plans and directives.

g. Develops and integrates management information systems and procedures for the collection, summarization, presentation, and dissemination of program information related to procurement and logistics.

h. Develops and implements servicewide management improvement plans and programs.

i. Provides a focal point for service input or participation in agency level management improvement programs, projects, or studies.

j. Develops a responsive reporting system for the service. In this connection, reviews and analyzes data and statistics, compiles and prepares reports for dissemination within the agency as well as reports required by Congressional sources, other agencies, etc.

k. Provides historical and estimated materiel costs for planning purposes.

l. Develops and coordinates input for the budget Call for Estimates for agencywide Logistics Service organizations.

m. Develops internal methods and procedures for, and consolidates the service's budgets and fiscal program submissions within the guidelines prescribed by the Office of Budget and other higher level budget organizations.

n. Develops the logistics portion of the agency Five-Year Program after consultation with other elements of the service.

o. Reviews, coordinates, and recommends on regional and center budget and fiscal program submissions for logistics programs.

p. Represents the service on logistics budget and program matters through out all stages of their development and execution.

27-8. to 27-9. RESERVED.

27-10. POLICY AND PLANS DIVISION. The principal element of the service for planning, developing policy, and carrying out responsibilities in the following areas:

a. Formulates national procurement program goals and objectives.

b. Develops broad policies governing the conduct and accomplishment of all procurement activities of FAA.

c. Serves as the FAA focal point in all internal and external matters involving procurement policies and related systems requirements.

d. Assesses the overall performance of procurement activities of FAA and effectiveness of policies and plans.

e. Develops and implements acquisition planning policy; issues integrated long- and short-range plans covering the acquisition of subsystems and major components of the National Airspace System over the entire acquisition cycle from research and development through the operational phase.

f. Represents the service in agency level planning efforts for areas of particular concern and participates, as necessary, in the planning efforts of other offices to assure appropriate anticipation of their requirements for logistics support.

g. Coordinates national advance logistics support and procurement plans as necessary with interested organizations in and outside FAA.

h. Develops, coordinates, and participates in the implementation of Source Selection Plans and Notices of Intent to procure technical equipment; provides direct input to requiring activities under the Major Systems Acquisition (MSA) process; and acts as focal point for the Major Systems Requisition and the Transportation System Acquisition Review Council (TSARC) Program List candidates.

i. Provides continuing surveillance of progress toward accomplishment of FAA acquisition plans and program goals; recommends appropriate action to modify program execution or plans.

j. Formulates policy and standards for contract labor matters.

k. Provides consulting advice to requiring activities on procurement matters.

l. Plans, coordinates, and monitors national procurement training program, requirements, and accomplishments.

m. Develops, implements, monitors, and promotes compliance with FAA policy on agencywide socioeconomic programs relating to acquisition and procurement.

n. Develops agencywide cost and price analysis policy related to contractor proposals.

27-11. MATERIEL MANAGEMENT DIVISION. The division is responsible for materiel and property management. The division:

a. Develops, recommends, and issues agency systems, procedures, and standards, and develops policies for:

- (1) Acquisition of real property.
- (2) Management, physical accountability, utilization, and disposal of real and personal property.
- (3) Supply support for the National Airspace System and the FAA aircraft fleet and international supply support.

(4) Provisioning.

(5) Inventory management.

(6) Cataloging, item identification, and standardization.

(7) Storage, packing, preservation, and distribution of materiel (including shipping).

(8) Management and control of project materiel and equipment in accordance with project plans.

(9) Employee support services (including housing and commissary).

(10) Interagency materiel acquisition and property loans and transfers.

(11) Space management.

(12) Plant engineering and reservation maintenance related to the regions, centers, and Washington headquarters.

(13) Concessions (space and equipment aspects).

(14) Motor fleet management and operator licensing (general purpose and special purpose vehicles).

(15) Training applicable to the supply and property areas.

(16) Employee parking.

b. Monitors and assesses agency materiel management to determine the effectiveness of policy, standards, and systems, as well as the effectiveness of program performance.

c. Serves as central point of contact for FAA with other Federal agencies on materiel management matters.

d. Plans, coordinates, and monitors national materiel management training program requirements and accomplishments.

e. Develops emergency support plans and procedures for materiel management activity.

f. Assists in the development of budget program data and in the analysis of regional and center budget submissions.

g. Serves as focal point with USAF on logistics support of long-range radars; provides assistance to FAA activities on military logistics matters; and provides military liaison with elements of DOD.

h. For the FAA headquarters:

(1) Manages personal property and accountability and motor fleet activities.